

LAMAR UNIVERSITY
Dean of the College of Graduate Studies
Internal Search

Applications and nominations are invited for the position of Dean of the College of Graduate Studies. The search will be internal to Lamar University. The Dean serves as the chief administrative officer of the College of Graduate Studies and reports to the Provost and Vice President for Academic Affairs.

Responsibilities:

- 1) maintaining and promoting high academic standards and administering the policies of the College of Graduate Studies;
- 2) providing leadership in recruitment of and funding for graduate and post-baccalaureate students (both domestic and international) across the university;
- 3) providing administrative leadership for international student services;
- 4) providing university-level oversight and participating appropriately in the creation, evaluation (with the Executive Director of Planning and Assessment), and academic quality of graduate programs;
- 5) ensuring compliance with state and federal regulations with respect to the participation of undergraduate student athletes, maintenance and use of the SEVIS data base, issuance of I-20s, and OPT/CPT participation for LU students as well as those from LSC-PA, LSC-O, and LIT;
- 6) managing, evaluating, allocating, and tracking of graduate scholarship funds;
- 7) serving as point of contact and adherence to contract with TIEP at Lamar;
- 8) administering process of thesis and dissertation submission, review, and approval;
- 9) serving as chair of Graduate Council;
- 10) creating and monitoring of meaningful and mutually beneficial MOUs/MOAs with international universities;
- 11) organizing, conducting, and evaluating International Student Orientations ;
- 12) administering a medium-sized office staff to include: Director of International Student Services (ISS) & Recruitment (along with an Associate Director, Coordinator and other ISS Staff), Coordinator of Graduate Studies, Graduate Editor/Reader, Executive Assistant, and approximately five student workers; and
- 13) other duties as assigned by Provost.

Qualifications

The University is seeking an enthusiastic, energetic, entrepreneurial, and creative individual with a record of successful academic administrative experience and achievement. The successful candidate will

- 1) have an earned doctorate from a regionally accredited institution with teaching experience at the graduate level and hold a tenured senior associate or full professorship at Lamar University;
- 2) have at least three years of academic administrative experience at the level of Department Chair or above (or the equivalent), and demonstrated experience related to graduate education;
- 3) show evidence of significant scholarly and/or creative endeavors;

- 4) have a clear vision of excellence and innovation in graduate education and scholarly/creative activity within the context of a primarily undergraduate institution;
- 5) demonstrate the capacity to communicate clearly and effectively with diverse campus constituent groups;
- 6) demonstrate understanding of the organization, administration and function of a comprehensive university including a commitment to shared governance;
- 7) demonstrate understanding of the importance, challenges, and evaluation of online graduate education and its role in a regional university and a DRU; and
- 8) have experience with and understanding of international programs and international student needs.

This 12-month position will be available in June 2013. Salary is dependent upon experience and qualifications. Review of applications will begin on February 18, 2013, and will continue until the position is filled. To ensure full consideration, applicants should submit to arrive by February 15 a cover letter describing in some detail the ways in which they meet the qualifications, complete curriculum *vitae*, and the names, addresses and telephone numbers of five references to: Chair of the Search Committee for Dean of the College of Graduate Studies, Lamar University, Department of Human Resources, P.O. Box 11127, Beaumont, Texas 77710.

Lamar University is an equal opportunity employer that actively seeks and encourages nominations of and applications from minority and female candidates.